

Infinite Campus: Restraint or Seclusion Error Report

Quick Reference Card

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Custom Report: Restraint or Seclusion Error Report - The purpose of this report is to assist school/district staff to identify behavior responses and resolutions that do not meet the [data standard](#). Any time a student is restrained or secluded, a behavior response and behavior resolution must be entered into Infinite Campus.

Based on the IC Toolbar selections, this report will return behavior incidents involving restraint or seclusion that do not have a corresponding response and resolution. Possible errors:

- “Restraint Response without a Restraint Resolution” when a behavior incident has a response using response type (BR01, BR02, BR04, BR06, or BR07) without a resolution mapped to state resolution code SSP7: Restraint.
- “Restraint Resolution without a Restraint Response” when a resolution mapped to state resolution code SSP7: Restraint exists without a corresponding response using response type (BR01, BR02, BR04, BR06, or BR07). BR03 is not a valid selection for a restraint.
- “Seclusion Response without a Seclusion Resolution” when a behavior incident has a response using response type (BR05) without a resolution mapped to state resolution code SSP8: Seclusion.
- “Seclusion Resolution without a Seclusion Response” when a resolution mapped to state resolution code SSP8: Seclusion without seclusion response type (BR05). BR03 is not a valid selection for a seclusion.

Refer to the [Behavior Data Standard](#) for details on entering behavior data; Section D covers entering resolutions and Section E covers entering responses.

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Pathway: KY State Reporting > KDE Reports > Restraint or Seclusion Error Report

NOTE: Users must be granted access by local KSIS administrator before they will see this report.

Report Sample: When run for all schools, the report creates an Excel workbook with separate worksheets for each school calendar containing errors. Schools with no errors will not have a worksheet.

Sch Year	Dist Number	Dist Name	School Number	School Name	Calendar	SSID	Incident Date	Title	Error Message	Incident ID	Status	Submitted By	Event ID	Response Code	Response	Response Start Time	Duration	Resolution	State Resolution Code
2017	999	Sample Dist	999	Sample School	16-17 SAMPLE	999	4/13/2017	Dangerous and Self-Harming Behavior	Restraint Resolution without Restraint Response	75330	In Progress	Teacher, One	166001	NULL	NULL			Restraint	SSP7
2017	999	Sample Dist	999	Sample School	16-17 SAMPLE	1000	3/30/2017	Physical Aggression Towards Staff	Seclusion Response without Seclusion Resolution	75175	Draft	Teacher, Two	165842	BR05	Seclusion	11:57	30	NULL	NULL
2017	999	Sample Dist	999	Sample School	16-17 SAMPLE	1001	3/16/2017	transition and angry	Seclusion Resolution without Seclusion Response	74948	Complete	Principal, Assist	165615	NULL	NULL			Restraint	SSP7
2017	999	Sample Dist	999	Sample School	16-17 SAMPLE	1002	3/14/2017	Banging head and charged at Teacher	Restraint Response without Restraint Resolution	74867	Submitted	Admin, Behavior	165534	BR06	Standing position restraint	10:22	3	NULL	NULL

When run for a single school, if the report detects no errors one row will be produced with the Error Message: Congratulations, no errors were found.

Sch Year	Dist Number	Dist Name	School Number	School Name	Calendar	SSID	Incident Date	Title	Error Message	Incident ID	Event ID	Response Code	Response	Response Start Time	Duration	Resolution	State Resolution Code
2016	999	District Name	999	Quality Data School	15-16 Quality Data School		1/1/1900		Congratulations, no errors were found	0	0						

Suggested report uses: *(Open the report in Excel, then turn on the Filter option and freeze the headings.)*

- If using Behavior Referrals,
 - Filter on Status to see Draft incidents. These are only visible to the Submitted By user's account. If Incident Date is more than ten days ago, remind the submitter to finish the Behavior Referral and submit it to a Behavior Administrator.
 - Filter on Status to see Submitted incidents. These are only visible to staff with Behavior Administrator checked on their District Assignment record for the school. If Incident Date is more than ten days ago, remind the school's Behavior Administrator(s) to assign a resolution and complete the incident (tool rights required).
- Run Restraint or Seclusion Error Report and correct errors before running Safe Schools report
- Safe Schools Coordinators should run this report on a regular basis throughout the school year
 - Look for trends to determine if additional training is needed
 - Distribute the worksheets to the appropriate school personnel for correction. The report intentionally omits student names to facilitate distribution.
- If the SSID is blank or is not found using IC's Search by State ID for the listed calendar, the behavior event may have a staff member designated as offender or participant in error. To find the incident,
 - Open Behavior Management
 - Select the appropriate option for Status Filter
 - Click Date/Time to sort the results by date
 - Scroll to the date of the incident with the error
 - Look for a title matching incident with the error
 - Select the incident and correct any issues found